

# TOWN OF SOUTHAMPTON

## Main Office

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## OFFICE OF TOWN CLERK SUNDY A. SCHERMEYER

## Town Clerk Annex

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Fax: (631) 723-3080

## Website:

[www.southamptontownny.gov](http://www.southamptontownny.gov)

## 2012 PARADE INFORMATION AND FACT SHEET

Parade applications are submitted to the Town Clerk and reviewed by the Chief of Police who shall have the authority to issue or deny a permit. This application form is required for events such as parades, runs, walks, marathons, biking events, etc. that take place on roadways within Southampton Town.

Please note some important changes, pursuant to Town Code Section 283-7 (Special Events):

- No temporary structures shall be erected more than five days prior to the permitted event and such structures shall be removed within three days following termination of permitted event.
- Use of Town Facilities. If the Event is to be held at a Town Park, Beach or other Town-owned Property a "Facility Use Permit" is required pursuant to Town Code §111-3D. If and when both a facility use permit and a special event permit are required, the validity of the facility use permit is contingent upon issuance of the special event permit. Please contact Parks & Recreation (728-8585) for information regarding a facility use permit.
- Signage. All signs which obstruct visibility or create a hazard to traffic are prohibited. Any sign improperly installed or erected without prior approval may be removed and disposed of without any notification to the applicant. All signs shall be erected no more than 10 days prior and must be removed within three days after event.

Please note other information, which has not changed from last year:

- All completed, notarized applications shall be filed no later than ninety 90 days prior to the event. Any application not meeting this deadline may be subject to late fees or rejection.
- Please submit the original application, plans and all documents.
- Application fees:
  - (1) 1 day event with less than 250 people: \$50.00 / day
  - (2) events occurring over more than one day and/or events with 250 - 500 people: \$150.00 / day
  - (3) events occurring over more than one day and/or events with 500 – 1000 people: \$300.00 / day
  - (4) events occurring over more than one day and/or events with 1000 – 3000 people: \$500.00 / day
  - (5) events occurring over more than one day and/or events with more than 3000 people: \$1000.00 / day

Any amendment to the application for a Parade permit will be subject to an amendment fee of 25% of the applicable application fee. Amendments may include changes to the location, route, parking plan, number of people expected, etc. Amendments to Parking Plans at the request of the Town are not considered amendments to the application.

- Late Application Fee: \$10/per day beyond the submission deadline in §283-2B.
- Certificates of insurance: the description must include the name, date and time of the event, including any "set-up" or "breakdown" dates and name the "Town of Southampton" as the additional insured in the amount of \$1,000,000.

- A **local charity** is one that has *offices within the Town of Southampton or an organization that provides services or funds that directly benefit Town residents*. If your organization is **not** a local charity, please describe how the event *will directly benefit a local charitable organization*. Please designate one or more local charities which will benefit from the proceeds of the event. Non-charitable organizations shall have 90 days after the event to submit verification in writing to the Town Clerk's Office which demonstrates that proceeds have been paid to the designated charitable organization listed on the application.

The Chief of Police may require the applicant to reimburse the Town for the cost of increased police protection, public safety and public works facilitation. A request for a cost reimbursement waiver shall be made in writing by the applicant to the Town Board and filed with the Town Clerk upon receipt of the costs.

Other applicable permits may be required and may include separate fees:

- Facility Use Permit. If the Event is to be held at a Town Park, Beach or other Town-owned property. A \$250.00 minimum fee per day is required. Please contact the Department of Parks & Recreation at 631-728-8585 for further information.
- Tent Application. If the Event requires erecting a tent/canopy/awning. Please contact the Department of Public Safety at 631-728-1088 for further information.
- Commercial Animal Enterprise Permit Application. If the Event involves animals, such as a carnival, zoo or circus. Please contact the Department of Public Safety at 631-728-1088 for further information.
- Fireworks Application. If the Event involves fireworks. Please contact the Department of Public Safety at 631-728-1088 for further information.
- If there is any beverage and/or food service connected with the event, a separate application must be made to the Suffolk County Department of Health Services, Food Unit. Tel: 631-852-5873 or 631-852-5999.

Should you need further clarification of Chapter 283 of the Code of the Town of Southampton, "Special Events," or would like to access any of the town permits listed above, they are available in the Office of the Town Clerk, or at [www.southamptontownny.gov](http://www.southamptontownny.gov), Departmental Directory >> Town Clerk >> Special Events Permit.

Upon approval, the Parade Permit associated with this event shall be kept on the property for the duration of the event and be presented for inspection by any enforcement officer or other duly authorized official or employee of the Town of Southampton upon request of such official or employee.